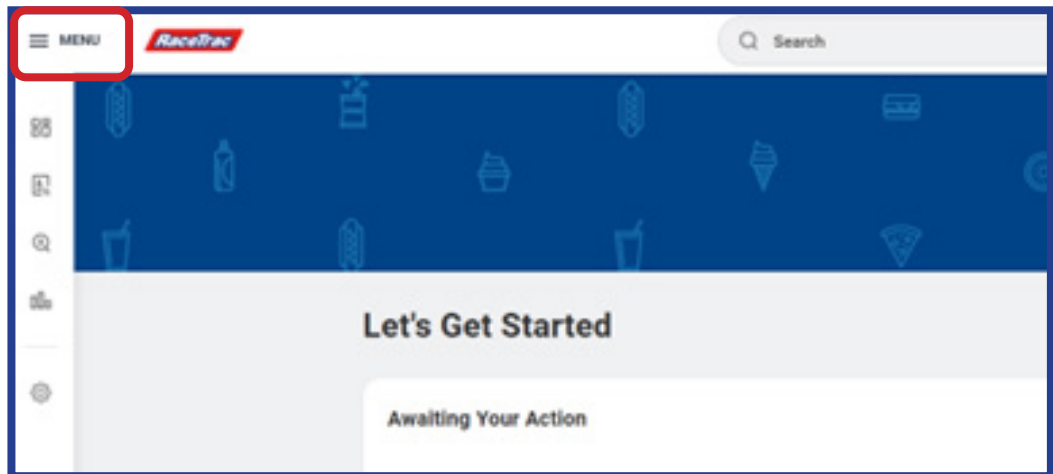


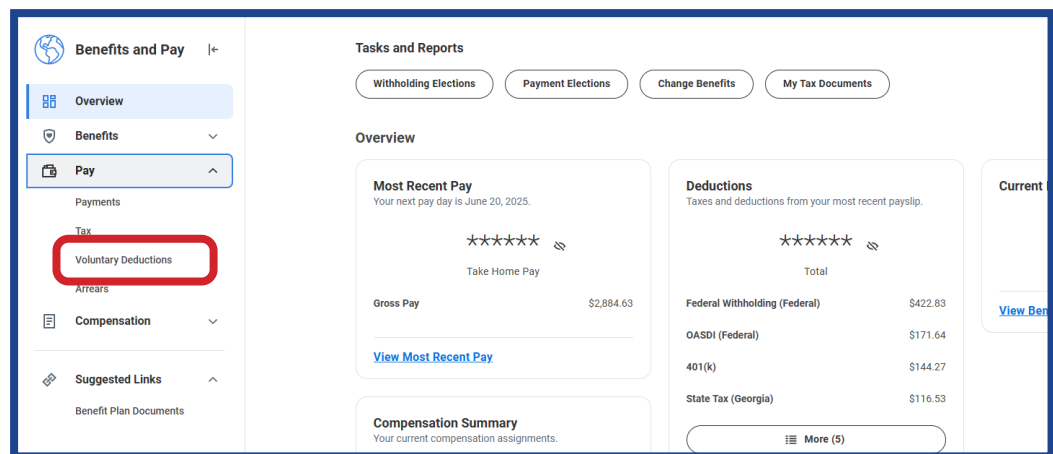
How to Set Up Contributions for CareTrac Fund (Desktop)

This guide provides a straightforward, step-by-step process for adding voluntary deductions in Workday, specifically for CareTrac. It simplifies the setup for both ongoing and one-time deductions. By following this guide, users can easily manage their contributions through their payroll deductions.

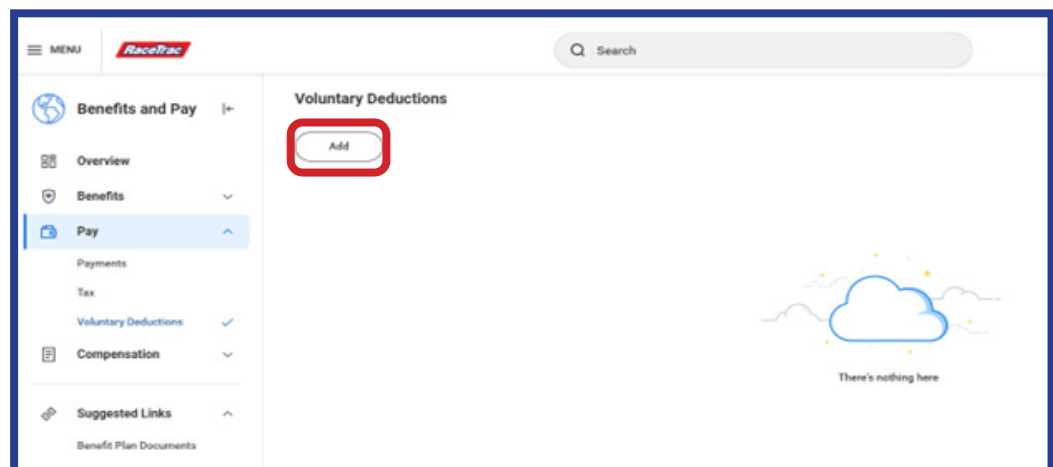
2. From the Workday homepage, select **Menu**



2. Under the Personal Tab, select **Benefits and Pay**. Once in the Benefits and Pay hub, select **Voluntary Deductions**.

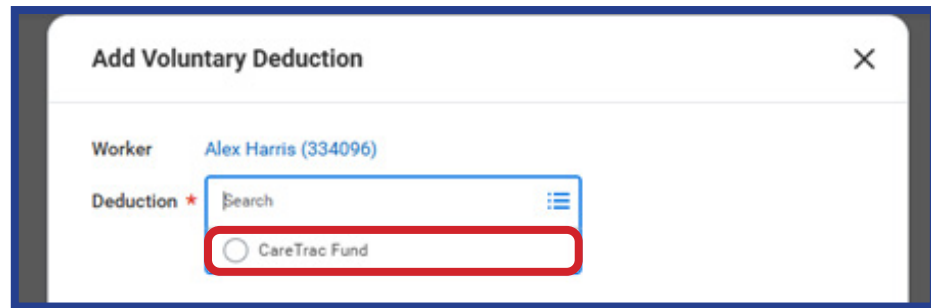


3. This opens the Voluntary Deductions screen. Click **Add** to start.

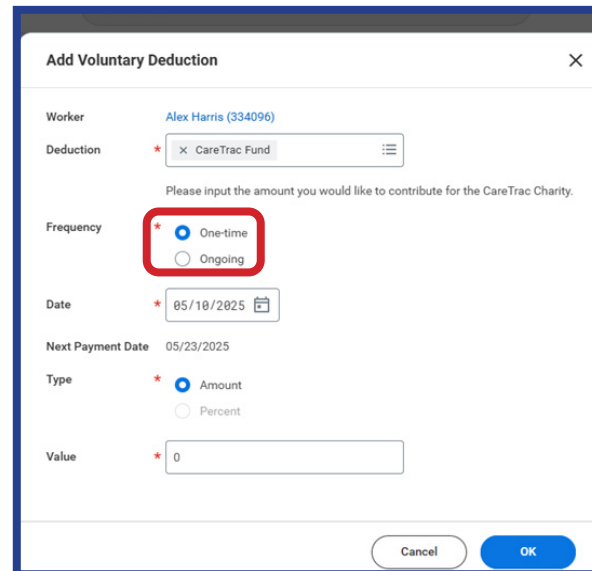


How to Set Up Contributions for CareTrac Fund (Desktop)

4. Click in the **Deduction** field and select **CareTrac Fund**.



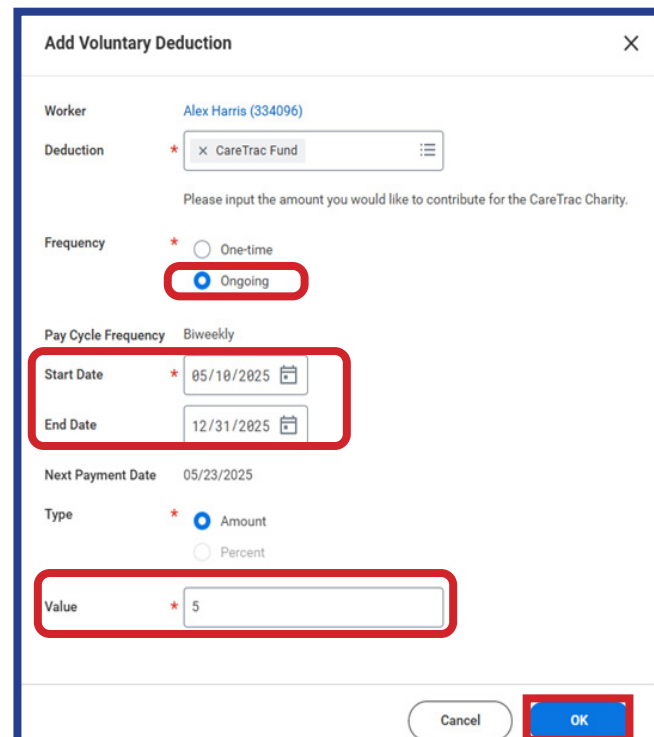
5. Begin setting up a voluntary deduction (contribution) by selecting the **Frequency**.



NOTE: You can setup a *one-time deduction*, or an *on-going deduction*. Keep reading to see how to setup each option.

To add an ON-GOING deduction:

- Select Frequency: **Ongoing**
- Leave the preselected **Start Date** or select a future date to start the deduction.
- Enter an **End Date** or leave the field empty to have an ongoing deduction.
- Enter the amount you want deducted.
- Click **OK**.



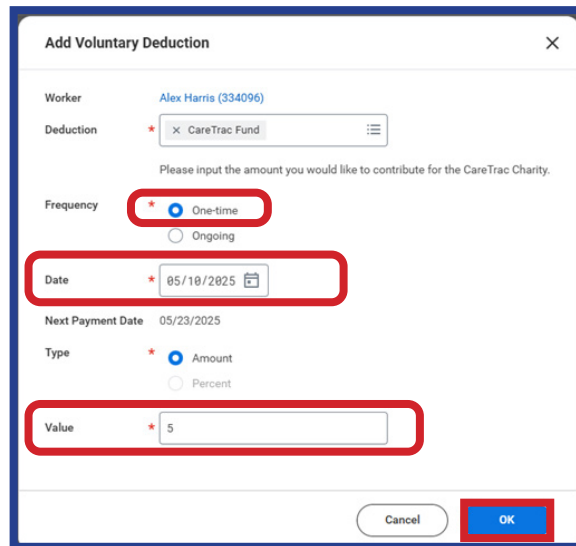
NOTE: The **Next Payment Date** shows you when the deduction will be taken out of your paycheck.

NOTE: You do not need to enter decimals. For example, entering 5 equals \$5.00. If you enter 500, this equals \$500.

How to Set Up Contributions for CareTrac Fund (Desktop)

To add a ONE-TIME deduction:

- Select Frequency: **One-time**
 - Leave the preselected **Start Date** or select a future date to start the deduction.
 - Enter the dollar amount.
 - Click **OK**.
6. Once you've made all of your selections, review the information then click **Done**.
7. You can view all your voluntary deductions on this screen.



Add Voluntary Deduction

Worker: Alex Harris (334096)

Deduction: CareTrac Fund

Please input the amount you would like to contribute for the CareTrac Charity.

Frequency: ☒ One-time ☐ Ongoing

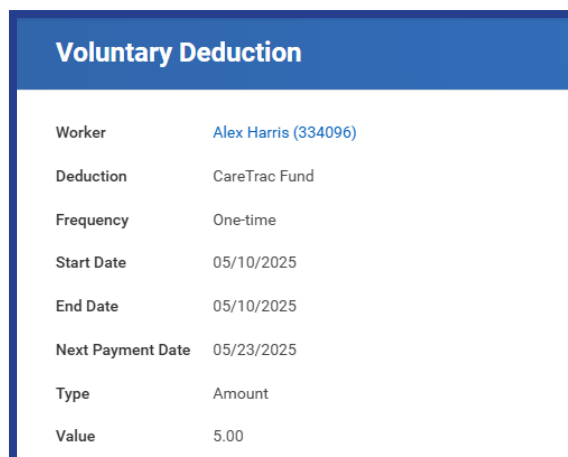
Date: 05/10/2025

Next Payment Date: 05/23/2025

Type: ☒ Amount ☐ Percent

Value: 5

Cancel OK



Voluntary Deduction

Worker: Alex Harris (334096)

Deduction: CareTrac Fund

Frequency: One-time

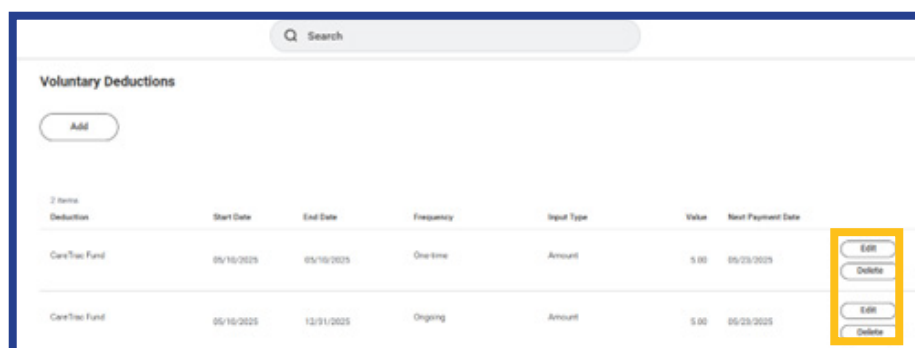
Start Date: 05/10/2025

End Date: 05/10/2025

Next Payment Date: 05/23/2025

Type: Amount

Value: 5.00



Voluntary Deductions

Search

Add

Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
CareTrac Fund	05/10/2025	05/10/2025	One-time	Amount	5.00	05/23/2025	Edit Delete
CareTrac Fund	05/10/2025	12/31/2025	Ongoing	Amount	5.00	05/23/2025	Edit Delete

NOTE: You can **Edit** or **Delete** your voluntary deductions as long as payroll has not yet been processed for that deduction.